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Security Information

OCT 22 1953

MEMORANDUM FOR: Chief, Plans, Research & Development Staff  
SUBJECT: Review of Personnel Evaluation Reporting

1. Attention is invited to the attached note from the Personnel Director on the timely submission of Personnel Evaluation Reports. It is requested that a member of your Staff review the system for initiating and controlling the submission of such reports, with the view to assuring that Personnel Evaluation Reports are being submitted on time. Particular attention should be given to the role of the Transactions and Records Branch in this operation, as provided in Personnel Director Memoranda 43-52 and 77-53, and if additional instructions are required, another PDM should be developed setting forth detailed procedures for assuring the prompt completion and return of PER's.

2. A report on the above, including any written directive(s) that may be warranted as a result of your review, should be submitted to this Office no later than 2 November 1953.



Deputy Personnel Director

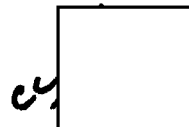
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# ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

A-C/Plans

NO.

DATE

22 October 1953

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TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. C/Research			10/28		<p>Re attached material. FDM's 43-52 and 77-53 both charge T&amp;R (now P&amp;RD) with responsibility for suspense and follow-up on PER's requested. As I see it, the attached memorandum calls for a check with PRD to see if they are doing a follow-up (and if not, why not). If they are, maybe we can help them work out a better system (43-52 says keep a carbon of routing sheet in suspense to follow-up from) and if not, get them moving.</p> <p>It may be that they don't want to prod the DCI's office or the Personnel Director's office but of my own personal knowledge no follow-up has been made on either of these. I suspect it is not being done in any case and not for procedural reasons but for manpower reasons.</p> <p>Would you want to assign someone to run the check on current practice or to discuss further first?</p> <p>1 to 2 In view of a meeting in [redacted] office today it would appear that a survey by the Research Branch may not be appropriate on this at this time. I think this should go to [redacted] who apparently is going to rewrite certain PDM's on this subject.</p> <p>2-3 Personal discussion.</p>
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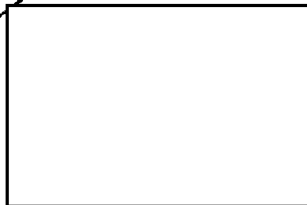
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be completed today.

Ralph: what system  
has been set up  
to ensure that these  
evaluations are submitted  
on time?



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